**TOWN OF WASHINGTON**

**Bryan Hall Plaza**

**WASHINGTON HISTORIC DISTRICT COMMISSION**

**Calhoun-Ives, Sunny Ridge and Washington Green Districts**

**Minutes**

**December 19, 2016**

Members Present: Tom Hollinger, Jane Boyer, Susan Averill

Members Absent: George Krimsky, Phyllis Mills

Alternates Present: Sally Woodroofe, Louise Van Tartwijk

Alternates Absent: None

Staff Present: Janice Roberti

I. Regular Meeting

 A. Call to order

 B. Seating of members and alternates

Mr. Hollinger called the meeting to order at 7:05 PM and seated Sally Woodroofe for George Krimsky and

Louise Van Tartwijk for Phyllis Mills.

II. Pending Business

1. Rules and Regulations – Next steps

Mr. Hollinger told the members that the final Rules and Regulations revisions have been sent to

Land Use Administrator Janet Hill and to the HDC clerk Janice Roberti. Mr. Hollinger said it becomes his responsibility to follow up because the Rules and Regulations were approved by the HDC and the document is now waiting for further approval from the powers that be. Mr. Hollinger needs to meet with Janet Hill, the Land Use Administrator, to find out what the procedure is.

1. Design Guidelines – Next steps

At the last meeting, November 4, 2016, the Commission finalized the Design Guidelines. Mr. Hollinger thinks it best to have one more Special Meeting to give the document a final review. Mr. Hollinger made the final edits to the document so he essentially has the finished document. He will have it printed and ready for the next meeting on January 6, 2017. His desire is to have the process well along in terms of acceptance because once the HDC gets the go-ahead from Greg Farmer and the powers that be, a public hearing has to be scheduled for both the Rules and Regulations and the Design Guidelines.

III. Consideration of the Minutes – October 17, 2016

The commissioners reviewed the minutes. There were no changes.

 MOTION: To accept the October 17, 2016 meeting minutes as written. By Ms. Averill, seconded by Ms. Boyer, passed 5 to 0.

IV. 2017 Historic District Meeting Calendar and Application Deadlines

When reviewing the meeting dates, Mr. Hollinger asked the commissioners to keep in mind that Mr. Krimsky is up for reappointment as Secretary. He added that the Commission needs a quorum of three (3) people at each meeting which is the minimum number of members necessary to conduct the business of the Commission.

MOTION: To approve the 2017 HDC Meeting Calendar and Application Deadlines.

By Ms. Boyer, seconded by Ms. Averill, passed 5 to 0.

V. Adjournment

Mr. Hollinger asked if there was any further business. There was not.

 MOTION: To adjourn the regular meeting. By Ms. Boyer, seconded by Ms. Van Tartwijk, passed 5 to 0.

 MOTION: To go into Executive Session. By. Ms. Boyer, seconded by Ms. Van Tartwijk, passed 5 to 0.

SUBMITTED SUBJECT TO APPROVAL,

Respectfully submitted,

Janice Roberti, Historic District Clerk

December 21, 2017